



CECIL COUNTY GOVERNMENT POSITION ANNOUNCEMENT

July 11, 2007

RESOURCE SPECIALIST

Cecil County Circuit Court is seeking a Resource Specialist for the Drug Treatment Court with a starting salary of \$33,500/year. This is a grant funded position and the incumbent will not be eligible for benefits.

Position Requirements: Associate's Degree in Public or Court Administration, Social Services or related field, Bachelor's Degree preferred; 2 or more year's experience in human services or case management to include project or program case management (i.e. addictions, human/family services, health services, court management, public safety, law enforcement, etc.); ability to effectively apply statutory requirements and to comply with State and Federal confidentiality laws; excellent computer skills; ability to communicate effectively verbally and in written form; ability to effectively compile and analyze statistical and factual data; and excellent organization skills. Available for varied working hours and must have a valid driver's license.

Duties: Include, but are not limited to, maintain comprehensive knowledge of community-based agencies and services; assess participant needs and make appropriate referrals; develop and follow up on case plans; manage caseload of 60+ participants; prepare weekly case notes and reports; develop partnerships with new resources; coordinate community service projects and volunteer projects for participants; assist participants in obtaining public medical insurance and disability; attend all drug court hearings and provide information and assistance as required; and other duties as assigned.

Application Procedure: Human Resources, 129 East Main Street, Elkton, Maryland 21921; FAX resume' to 410-996-5327; e-mail agardner@ccgov.org.

Please specify RESOURCE on all correspondence.

Deadline: 7/20/2007

EOE/AA/ADA (reasonable accommodation)